7 WAYS 2 CREATE MORE TIME

"Time is ***money***." *Benjamin Franklin*

1. Finish the most important tasks first!

Find the 2 to 3 most important tasks for your day, and complete them.

2. Learn to say no.

Be mindful of what you agree to. Take on your projects and tasks with clarity and purpose.

3. Transition between your tasks.

Instead of jumping right into your next task, get some fresh air, meditate, take a walk. This ***resets*** the body physically and energetically. Give yourself a clean slate to work with and then move forward with a fresh start.

4. Give all of your focus to the task at hand!

Log out of the social media and stop giving your energy away. Focus your effort into what you are creating. Cutting out these distractions also creates a much clearer mind because you ***aren't*** absorbing extra/confusing information.

5. Create blocks of time.

Add structure to how much time you work on a task. Rather then sitting until it's done, your burnt out, and judgement of what looks good and bad are out the window, say I'm going to devote 3 solid hours to this task!

6. Use a cloud based writing app.

I use my "Notes" app on my iPhone that connects with iCloud. If I'm traveling with my phone, on my ipad, or at the computer, I keep all my ideas organized and accessible. This is perfect for when I'm waiting in line, at the store, sitting in traffic (as a passenger), or have an idea download out of the blue!

7. Have fluidity with your work!

I've been through phases of getting up to work at 6am in the morning to working from 11pm and going to bed at 6am in the morning. Sometimes we can't control when creativity comes through us. ***Be open*** to these windows of opportunity and ***don't*** guilt trip or box yourself in!